



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1440.6
Effective Date: June 7, 2005
Expiration Date: October 25, 2009**

Responsible Office: Center Operations Directorate

SUBJECT: Records Management Program (Revalidated 10/25/05)

1. PURPOSE

This instruction sets forth policy and responsibilities for effectively implementing and managing the Records Management Program at Langley Research Center (LaRC).

2. POLICY

It is the policy of the Center to comply with records management regulations as set forth in the reference documents.

3. DESIGNATION

The designated Langley Records Manager is located in the Center Operations Directorate.

4. RESPONSIBILITIES (Official/Action)

a. Langley Records Manager

- (1) Provide overall direction of the LaRC Records Management Program.
- (2) Serve as the Center's focal point for providing procedural advice as needed on the creation, maintenance, use and disposition of records.
- (3) Review all NASA records management regulations and directives in order to keep abreast of records management changes. Incorporate applicable regulatory changes in LMS-CP-2707, "Records Management."
- (4) Collect and analyze feedback on LMS-CP-2707 and Langley Form (LF) 192, "Record Form," to assess whether Langley is in compliance with current regulations and to ensure continued improvement of records management.
- (5) Coordinate requests for new retention schedules between Center organizations and NASA Headquarters through the submission of NASA Form (NF) 1418, "Proposed Change to NASA Records Retention Schedule."

b. Organizational Unit Manager

- (1) Appoint an organization Records Liaison Officer and notify Langley Records Manager of the appointment.
- (2) Review all LMS processes owned by the organization and identify the official records generated by those processes as well as any additional records required to meet the needs of the Organizational Unit, Center or Agency. Ensure that these records are included on the LF 192.
- (3) Ensure that records are managed in accordance with NASA Policy Directive 1440.6, "NASA Records Management," NASA Procedural Requirements (NPR) 1441.1, "NASA Records Retention Schedules," and LMS-CP-2707.
- (4) Ensure that the LF 192 is current.

c. Organization Records Liaison Officer

- (1) Coordinate all matters pertaining to records management with the Langley Records Manager.
- (2) Ascertain that all records of the organization are covered by appropriate records retention instructions per guidance in NPR 1441.1.
- (3) Ensure that the Agency Filing Scheme numbers (provided as Appendix A to NPR 1441.1) are clearly identified on records kept in the Organizational Unit.
- (4) Utilize the LF 192 to record the collection, indexing, filing, storage and disposition requirements of records.
- (5) Maintain records in such a way that they are easily accessible and retrievable.
- (6) Serve as the Organizational Unit focal point for coordinating the efforts of transferring records to a Federal Records Center.
- (7) Identify records that are not currently in NPR 1441.1 and request a new schedule through the Langley Records Management Office using NF 1418.

d. Process User

- (1) Maintain records in accordance with the organization's approved LF 192 until time to archive records.
- (2) Ensure that records are legible, and readily available upon request.

(3) Deliver records to be transferred to a Federal Records Center to the Records Liaison Officer after the designated retention period per NPR 1441.1.

5. REFERENCES

36 CFR Chapter XII, Subchapter B, "Standards for Records Management."

NPD 1440.6, "NASA Records Management."

NPD 1280.1, "NASA Management System Policy."

NPR 1441.1, "NASA Records Retention Schedules."

Langley Management System Policy Manual.

LMS-CP-2707, "Records Management."

LF 192, "Record Form."

NF 1418, "Proposed Change to NASA Records Retention Schedule."

6. RECISION

LAPD 1440.6, dated October 3, 2004.

original signed on file

Jeremiah F. Creedon
Director